

## COMMISSIONER OF POLITICAL PRACTICES

### MISSION STATEMENT

To monitor and to enforce, in a fair and impartial manner, campaign practices and campaign finance disclosure, lobbying disclosure, business interest disclosure of statewide and state district candidates, elected state officials, and state department directors, ethical standards of conduct for legislators, public officers, and state employees, and to investigate legitimate complaints that arise concerning any of the foregoing.

### FY 04 & FY 05 GOALS AND OBJECTIVES

(Revised 5/7/04)

#### **GOAL 1: TO PROVIDE TO THE PUBLIC AND TO INTERESTED PARTIES ACCURATE AND TIMELY INFORMATION**

##### **GOAL 1 OBJECTIVES & STATUS**

▪ Update and maintain agency website to provide information about ethics, lobbying, and campaign finance and practices laws and rules	Target: 10/03 COMPLETED Maintenance: <i>On-going</i>
▪ Review and replace revised statements and reports on agency website, providing access to current information for web customers	Target: 10/03 COMPLETED Maintenance: <i>On-going</i>
▪ Review operating budget and establish priorities for fiscal years beginning July, 2003 and July, 2004	Target: 07/03 (for FY 04) COMPLETED Target: 06/04 (for FY 05)
▪ Review procedures for capturing campaign reporting data; develop a plan for timely completion of biennial campaign finance report at the conclusion of the election cycle	Target: 07/03 COMPLETED
▪ Arrange for staff development through the Professional Development Center and staff mentoring program, providing training sessions for each employee and additional sessions as the budget allows	Target: 06/05 <i>On-going as budget allows</i>
▪ Review, update, and maintain an office policy manual to provide continuity and consistency of office procedures	Target: 12/04 COMPLETED

#### **GOAL 2: TO ENFORCE THE CODE OF ETHICS FOR PUBLIC OFFICERS, LEGISLATORS, AND PUBLIC EMPLOYEES; AND TO RESOLVE COMPLAINTS OF ALLEGED VIOLATIONS OF THE CODE OF ETHICS**

##### **GOAL 2 OBJECTIVES & STATUS**

▪ Review rules in ARM; develop rules that will address changes needed to conform with new legislation passed by 2003 Legislature	Target: 1/04 COMPLETED
▪ Review Forms D-1, E-1, and instructions; revise if necessary	Target: 10/03 (for FY 04) COMPLETED Target: 11/04 (for FY 05)

▪ Develop website information describing the complaint procedure and the hearing and decision processes	Target: 07/03 COMPLETED
▪ Review optional complaint form; revise if necessary	Target: 11/03 COMPLETED
▪ Review Code of Ethics in MCA and develop proposed legislation that will address needed changes	Target: 10/04
▪ Develop FAQs for Ethics section of website	Target: 10/04

***GOAL 3: TO ENFORCE LOBBYING LAWS WHILE PROVIDING PRINCIPALS AND THEIR LOBBYISTS WITH ASSISTANCE THAT WILL FACILITATE THE ACCURATE AND TIMELY FILING OF REQUIRED REPORTS; AND TO RESOLVE COMPLAINTS OF ALLEGED VIOLATIONS OF LOBBYING LAWS***

**GOAL 3 OBJECTIVES & STATUS**

▪ Review rules in ARM; develop rules that will implement fairly and consistently the reporting requirements in the Lobbying Act	Target: 09/04
▪ Review L-1, L-2, L-5, and License Fee Waiver forms and instructions; revise as necessary	Target: 01/04 (for FY 04) COMPLETED Target: 11/04 (for FY 05)
▪ Develop website information describing the complaint procedure and decision processes	Target: 07/03 COMPLETED
▪ Review optional complaint form; revise if necessary	Target: 11/03 COMPLETED
▪ Develop a proposal to facilitate on-line registration of lobbyists and on-line authorization and financial disclosure by principals	Target: 09/04
▪ Review lobbyists' handbook; revise as necessary	Target: 11/04
▪ Review the Lobbying Act in MCA and develop proposed legislation that will address needed changes	Target: 10/04
▪ Develop FAQs for Lobbying section of website	Target: 10/04

***GOAL 4: TO ENFORCE CAMPAIGN FINANCE AND PRACTICES LAWS, PROVIDING CANDIDATES AND POLITICAL COMMITTEES WITH ASSISTANCE THAT WILL FACILITATE THE ACCURATE AND TIMELY FILING OF REQUIRED REPORTS; AND TO RESOLVE COMPLAINTS OF ALLEGED VIOLATIONS OF CAMPAIGN FINANCE AND PRACTICES LAWS***

#### GOAL 4 OBJECTIVES & STATUS

<ul style="list-style-type: none"> <li>Review rules in ARM; develop rules that will address changes needed to conform with new legislation passed by 2003 Legislature</li> </ul>	Target: 01/04 COMPLETED
<ul style="list-style-type: none"> <li>Provide website summary of new contribution limit information</li> </ul>	Target: 09/03 COMPLETED
<ul style="list-style-type: none"> <li>Review Forms C-1, C-1-A, C-2, C-3, C-4, C-5, C-6, C-7, C-118, and instructions; revise as necessary</li> </ul>	Target: 11/03 (for FY 04) COMPLETED
<ul style="list-style-type: none"> <li>Develop website information describing the complaint procedure and the decision processes</li> </ul>	Target: 07/03 COMPLETED
<ul style="list-style-type: none"> <li>Review optional complaint form; revise if necessary</li> </ul>	Target: 11/03 COMPLETED
<ul style="list-style-type: none"> <li>Review and revise disclaimer brochure and website disclaimer information</li> </ul>	Target: 09/03  COMPLETED
<ul style="list-style-type: none"> <li>Develop a proposal to facilitate on-line registration and reporting of candidates and political committees</li> </ul>	Target: 09/04
<ul style="list-style-type: none"> <li>Review instructions and task checklist for election administrators; revise as necessary</li> </ul>	Target: 01/03 (for FY 04) COMPLETED Target: 01/04 (for FY 05) COMPLETED
Review candidate and political committee accounting and reporting manuals; revise as necessary	Target: 11/03 COMPLETED
<ul style="list-style-type: none"> <li>Review candidate and political committee form letters; revise as necessary</li> </ul>	Target: 12/03 COMPLETED
<ul style="list-style-type: none"> <li>Review candidate and political committee summary sheets; revise as necessary</li> </ul>	Target: 12/03 COMPLETED
<ul style="list-style-type: none"> <li>Develop improved communications with political parties; and provide COPP presence at campaign schools as budget allows</li> </ul>	Target: 06/04
<ul style="list-style-type: none"> <li>Review campaign finance and practices laws and develop proposed legislation that will address needed changes</li> </ul>	Target: 10/04
<ul style="list-style-type: none"> <li>Develop FAQs for Campaign Finance &amp; Practices section of website</li> </ul>	Target: 10/04